

6. Meeting of IAC Representatives

- (a) Attendance by Board at IAC Representatives meetings to coordinate draft estimate.
- (b) Noting of exceptions taken by representatives in draft prepared for IAC.
- (c) Attempt to rewrite in committee versus subsequent revision based on substance of discussion.

7. Meeting of IAC

- (a) How long in advance of an IAC meeting must matter for consideration be circulated?
- (b) How much latitude can O/NE have to make changes after IAC meeting without referral to IAC members?
- (c) Coordination footnote satisfactory?
- (d) Is footnote taking an exception, a dissent?
- (e) Present distribution timely and adequate?

*with minutes of  
IAC Defenders  
meeting*

NOTES ON COORDINATION PROCEDURE

1. Initiation and Scheduling Procedure

Extent of consultation necessary to initiate an NIE

- (a) When a member of the IAC addresses request to DCI or O/NE
- (b) When O/NE schedules one on its own initiative.

2. Drafting and Coordination of Terms of Reference

- (a) Preparation of substitute terms of reference by agencies.
- (b) Attendance of Board at IAC representatives meeting to coordinate terms of reference

3. Preparation of agency contribution

- (a) Contributions should emphasize informational aspect rather than estimative.
- (b) Answer question rather than prepare a smooth piece of prose.
- (c) O/NE requires eight copies of contributions.
- (d) Coordinating Defence contributions where conflicts may arise.

4. Preparation of Initial Draft in O/NE

Check-back with IAC agencies

5. Review of Draft by IAC agencies

- (a) Time required in terms of deadlines set
- (b) Sending written comments in ahead of meeting.
- (c) Preliminary meeting between O/NE Staff and agency representatives.